

U.S. NAVAL FORCES CENTRAL COMMAND
TASK FORCE INDIVIDUAL AUGMENTEE

WARRIOR TRANSITION PROGRAM

CAMP ARIFJAN, KUWAIT

OPERATIONS MANUAL



Version current as of 04 July 2009

SUBJ: WARRIOR TRANSITION PROGRAM (WTP) OPERATIONS MANUAL

- Ref: (a) Department of Defense Directive 6490.5 "Combat Stress Control Programs"
(b) Department of Defense Instruction 6490.03 "Deployment Health"
(c) NAVADMIN 182/07 "Combat and Operational Stress Control and Transition Program Implementation"
(d) NAVADMIN 207/08 "Deployment Health Assessment Policy and Process"
(e) OPNAV INSTRUCTION 6100.3 "Deployment Health Assessment (DHA)"

1. Purpose. This manual implements policy as outlined in references (a) through (d), assigns responsibilities, and provides guidance for personnel participating in the U.S. Navy Warrior Transition Program at Camp Arifjan, Kuwait.

2. Applicability and Scope. This operations manual applies to U.S. Naval Forces Central Command (NAVCENT) Forward Headquarters located in Afghanistan, Iraq, and Kuwait; U.S. Navy Individual Augmentee (IA) and Ad-hoc Sailors assigned throughout Afghanistan, Iraq, and Kuwait, selected U.S. Navy IA/Ad-hoc Sailors assigned to Djibouti and Qatar, and U.S. Air Force, Army, Marine, and Department of the Navy/Defense civilian personnel upon request for Warrior Transition Program (WTP) services. IA/Ad-hoc Sailors include those Active Component personnel under IA Manpower Management (IAMM) or Global Support Assignment (GSA) orders, and Reserve Component personnel under IAMM orders. IA/Ad-hoc Sailors under IAMM or GSA orders receive "Noble Eagle" numbers for mission tracking purposes.

3. Discussion. The Combat Operational Stress Control (COSC) program is critical to the continued health and readiness of Sailors and ultimately, to the U.S. Navy's enduring support of the Global War on Terror. The COSC continuum spans four distinct phases: pre-deployment, deployment, transition and post-deployment. Warrior Transition follows the Sailor's completion of his/her of a tour forward deployed operating assignments and prior to his/her redeployment to Navy Mobilization Processing Station (NMPS), a Fleet/parent command or Navy Operational Support Center parent command. Attendance at WTP should occur prior to departing U.S. Central Command Area of Responsibility (CENTCOM AOR) which includes, but not limited to, Afghanistan, Iraq, Kuwait, and Qatar. Each IA/Ad-hoc Sailor should be provided 3-5 days of decompression time per reference (c). The program, geographically located at Camp Arifjan, Kuwait, will be Sailors last in-theater stop prior to return.

4. Responsible Agents:

- a. Director, Warrior Transition Program, NAVCENT Forward Headquarters Kuwait.
- b. Officers in Charge, NAVCENT Forward Headquarters Afghanistan, Iraq, Kuwait.
- c. IA/Ad-hoc Sailors assigned Noble Eagle numbers.


CAPT K. W. Carel
Officer in Charge
NAVCENT Forward Headquarters, Kuwait

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CHAPTER 1

INTRODUCTION

The U.S. Navy's Warrior Transition Program in Kuwait is designed to deliver the transition phase of IA Sailors, and other departing personnel. The program is comprised of the following elements:

- a. Combat and Operational Stress Control Continuum (COSC) Workshop.
- b. COSC Self-Assessment.
- c. Deployment Experiences Workshop
- d. Reintegration into Family and Society Workshop.
- e. Reintegration into U.S. Navy culture and standards.
- f. Individualized counseling (Chaplains, Psychiatric Nurses, and Clinical Social Workers).
- g. Departure Briefs regarding Customs Restrictions, Travel Restrictions, Pay and Allowances, Legal Protections, Kuwaiti Customs, Central Command Commercial Travel Regulations, Amnesty Process, Proper Uniform Disposal/Turn-in, and Follow-on Travel.
- h. Post-Deployment Medical Threat Brief
- i. Post-Deployment Health Assessment and Provider appointments as applicable
- j. Structured/unstructured decompression time and activities
- k. BUPERS Post-Deployment Survey and WTP internal survey.
- l. Military Equipment: Customs inspection, inventory, turn-in, and custody transfer. Weapons: Cleaning, inspection, inventory, turn-in, and custody transfer.
- m. Access to resource library of take-away materials

The Warrior Transition Center (WTC) in Kuwait is a Navy unit staffed by Active and Reserve Component Sailors. As such, IA Sailors reenter a U.S. Navy environment after months of serving in a primarily U.S. Army environment. This reintroduction to the U.S. Navy, its culture and standards prepares the Sailor to begin "thinking Navy" prior to leaving the operational theater (see enclosure 1 for "Welcome Aboard" information for the WTC).

Completion of equipment and weapon reclamation and Post Deployment Health Assessment (PDHA) in theater expedites the Sailor's return by removing the requirement for intermediate stops at the original gear/weapons issuing site and assigned Navy Mobilization Processing Site (NMPS) in the continental United States (CONUS). This reclamation effort in theater also reduces the amount of baggage the Sailor is required to carry and be responsible for during their return travel (see enclosure 2 for gear drop inventory sheet).

The Warrior Transition Workshops are composed of small groups (20 Sailors or less), grouped by pay grade, and are facilitated by the WTC Chaplains, Psychiatrists, Psychologists, Mental Health Nurses, Social Workers, and Psychiatric Technician Hospital Corpsmen. The workshops are interactive in nature and provide an opportunity to prepare Sailors for return to a non-combat/non-forward deployed operating environment, reunion with family, friends, and shipmates, return to civilian employment, and resumption of family and social obligations. The program is located at Camp Arifjan in Kuwait in order to minimize external distractions or disruptions and permit the returning Sailor the opportunity to focus on his or her needs and self. The WTC in Kuwait is considered NAVCENT's Warrior Transition Program for IA Sailors. Follow-on activities will occur through the post-deployment phase around the 90-100-day mark under the auspices of the Bureau of Medicine, Navy Expeditionary Combat Command, Navy Operational Support Center, or parent command.

Returning Warrior Weekend (RWW) is available to both Active and Reserve Component Sailors who served as an IA along with the Sailor's spouse, or if unmarried, a significant other or close family member. The RWW workshop is comprised of group presentations, small group breakout sessions, vendor informational sessions, and one-on-one counseling in a conference-style setting. The facilitators are carefully selected and trained to help the participants through potentially sensitive and emotional discussions as an integral part of both family and mission readiness. (See enclosure 3 for a list of upcoming RWW dates and locations).

CHAPTER 2

SCHEDULE

2.0 RESPONSIBILITIES

2.0.1 IA Sailors. No later than 45-60 days prior to expiration of boots on ground (BOG), the Sailor shall contact his/her servicing NAVCENT Forward Headquarters in-country to obtain a Warrior Transition Program (WTP) Quota. Due to travel limitations and challenges in theater, ensure date requested will result in final movement out of theater (Kuwait) ten days prior to expiration of BOG.

No earlier than 30 days prior to BOG expiration, the Sailor will complete the Post Deployment Health Assessment (PDHA) on line (<https://data.nmcphc.med.navy.mil/EDHA/login.aspx>) and meet with a Medical Provider (if available).

2.0.2 Units. At least 75 days prior to BOG expiration, units shall provide their quota requirements, transfer of authority timelines, turnover phasing plan, and potential departure issues to servicing in-country NAVCENT Forward Headquarters.

2.0.3 NAVCENT Forward Headquarters in-Country

Upon receipt of the completed WTP quota request, the servicing in-country NAVCENT Forward Headquarters will submit quota request to WTC Kuwait within five working days.

Upon receipt of WTP quota confirmation, the servicing in-country NAVCENT Forward Headquarters will commence within five working days follow-on travel arrangements for returning Sailors through coordination with Scheduled Airlines Travel Office (SATO) Bahrain within five working days.

No later than 75 days prior to unit BOG expiration, the servicing in-country NAVCENT Forward Headquarters will commence turnover planning with units. The WTP Director will be included during the planning process.

NOTE: For those units and Sailors assigned to Kuwait, they should contact the WTC Staff directly to obtain a quota. Servicing in-country NAVCENT Forward Headquarters will within five working days commence follow-on travel arrangements for returning Sailors through coordination with Scheduling Airlines Travel Office (SATO) Bahrain within five working days.

2.0.4 Warrior Transition Program. **Upon receipt of WTP quota request** the WTC Staff will review loading plan and submit confirmed quota dates to servicing in-country NAVCENT Forward Headquarters or unit as appropriate within five working days.

2.1 POINTS OF CONTACT

NAVCENT Forward Afghanistan:	DSN: (318) 431-5538/5539
NAVCENT Forward Iraq:	DSN: (318) 485-5388/5389
NAVCENT Forward Kuwait:	DSN: (318) 442-0183
Warrior Transition Center Kuwait:	DSN: (318) 430-7811

2.2 SCHEDULE TIMELINES

2.2.1 Four Days Prior to WTP Class Convening Date. For those personnel flying to Kuwait from Iraq, Afghanistan, or Qatar, travel should begin four days prior to the WTP convening date. This ensures that the Sailor does not miss his/her scheduled WTP Class and have to be rolled to the next session. Such a travel plan will allow for higher priority passengers "bumping" IA Sailors, weather conditions grounding aircraft, mechanical malfunctions, or other delays.

2.2.2 Warrior Transition Program Sample Schedule

TWO DAYS PRIOR TO BEGINNING WTC CLASS: Those large groups of 20 or more may be brought to WTC via a bus convoy. Small groups of less than 20 may be brought to WTC via shuttle bus. Sailors will receive a Welcome Aboard Handout, turn in orders, Theater of Release Letter and Travel Itinerary, and receive tent assignment and linens.

DAY Zero to Minus One:

0700-0945 Pickup/Convoy to Camp Arifjan
Tent Assignments, Admin Check in, Orders Stamp and collection of Travel and Theater release letters.
"What to Expect/Welcome Aboard" (See enclosure 1).

1000 -1500 Weapons Cleaning and inspection

Day One:

0700-1200 Step 1 - Gear Drop w/Customs
Step 2 - Weapons Turn-in/Inspection
Step 3 - Begin Chief of Naval Personnel IA/GSA Survey.
Step 4 - Admin / Travel Check in, ID card check, Theater Release Check (signed by O-6 or above), travel review.
Step 5 - PDHA Log on/Screening, Prescription meds review/refill. Turn in Chief of Naval Personnel IA/GSA survey.

1400-1500 Decompression Time, PT, self-entertainment, DSN calls, copying documents, appointments by request with WTC staff

1600 "Departure Brief", (Medical, Customs, Travel, Legal, etc.)

After the Departure Brief--Personal Time-self reflection, calls home and calls to Sailors parent command.

DAY TWO:

0830-1130 Warrior Transition Workshops or PDHA Provider Appointments or Prescription Meds Review/Refill or Personal Business/Downtime or appointments by request with WTC Staff.

1330-1630 Warrior Transition Workshops or PDHA Provider Appointments or Prescription Meds Review/Refill or Personal Business/Downtime or appointments by request with WTC Staff.

1630 Downtime: PT, self-entertainment, DSN calls, copying documents, appointments by request with WTU staff

DAY THREE:

0830-1130 Warrior Transition Workshops or PDHA Provider Appointments or Prescription Meds Review/Refill or Personal Business/Downtime or appointments by request with WTC Staff.

1130-1600 Decompression Time, PT, self-assessment, DSN calls, copying documents, appointments by request with WTC staff.

1600 Muster for departure, all bags and personal gear removed from

tents.

1605 Tent Inspection

1645 Transport to Customs Sunshade/Lockdown *

2200 Transport to KCIA Airfield

* If Sailor is flying out commercial, transport will be arranged to Kuwait City International Airport (KCIA). Customs will be conducted at KCIA; not at the Customs Sunshade and no lockdown/quarantine will occur but all Sailors will be checked out of the WTC Tents by 1600.

DAY FOUR:

0130 Depart Kuwait

NOTE: These times are for illustration purposes only and may vary and are subject to change.

CHAPTER 3

WARRIOR TRANSITION PROGRAM REQUIREMENTS

3.0.0 ATTENDEE REQUIREMENTS

3.0.1 Registration. The returning Sailor must contact his/her servicing in-country NAVCENT Forward Headquarters 45-60 days prior to obtain a Warrior Transition Program (WTP) Quota. Due to travel limitations and challenges in theater, ensure date requested will result in final movement out of theater (Kuwait) ten days prior to expiration of BOG.

3.0.2 Information submitted to servicing NAVCENT Forward Headquarters in country includes:

- a. Name (Last, First, Middle Initial)
 - i. Rank/Rate/Pay grade:
 - ii. SSN:
 - iii. Gender
- b. Noble Eagle Number:
- c. Service Component (Active/Reserve)
- d. Site where gear and weapon were issued: e.g. Fort Jackson, Fort Bliss
- e. Weapon Type(s) and Serial Number(s):
- f. NMPS for RC departure
- g. Parent command for AC or NOSC for RC:
- h. Expected date of arrival in Kuwait:
Note: This date should be the anticipated Rotator or Commercial flight out date minus four days.
- i. Expected date of Rotator back to CONUS:

NOTE: The in-country servicing NAVCENT Forward Headquarters will assist Sailors with future Rotator schedules for planning purposes.

3.1 PREREQUISITES

3.1.1 Theater Release Letter (TRL). The departing Sailor must obtain a Theater Release Letter signed by an O-6 or above in their chain of command. (See enclosure 4 for an example TRL).

3.1.2 Reserve Component (RC) Demobilization Orders. If the Sailor is RC, he/she must contact their servicing in-country NAVCENT Forward Headquarters to request demobilization orders no later than 60 days prior to projected departure. RC Sailors must have demobilization orders in their possession in order to leave theater.

NOTE: If the Sailor arrives at the WTC without demobilization orders, he/she will remain at the WTC until demobilization orders are received. This may result in a delay of return to the NMPS by 10-30 days.

3.1.3 Copies of Transfer/Demobilization Orders. The returning Sailor must have three copies of his/her orders.

3.1.4 Valid Military Identification Card. The returning Sailor must have a valid military identification card that is not due to expire within 30 days of departure from the WTC.

NOTE: If the Sailor is unable to obtain a new military ID card prior to arrival at Kuwait, immediately inform the WTC staff upon arrival so arrangements can be made to resolve this issue.

3.1.5 Post Deployment Health Assessment (PDHA). No earlier than 30 days prior to departure, the returning Sailor should log on and complete the PDHA in accordance with the instructions provided below.

1. Logon to the Navy PDHA website:
<https://data.nmcphc.med.navy.mil/EDHA/login.aspx>
2. Click "New User" (1st time user) or "Forgot Password" (previous users). If the "Forgot Password" option is selected, the user will need to enter his or her SSN and click on "submit". The user will then fill in the appropriate blocks on the following screen to reset password.
3. For "Passphrase" enter: Rifleman1st#
Note: Enter passphrase exactly as it appears above and ensure the Caps Lock is off.
4. Fill out New User Registration Form
5. Create a password. Remember this password as it will be used each time the IA Sailor accesses his/her PDHA account during the Warrior Transition Program verification process as well as during the Post Deployment Health Reassessment (PDHRA) which occurs 90 to 180 days after return from deployment.
6. Click "Register" at bottom of page.
7. Create New Survey
8. Complete the appropriate survey: In this instance, the IA Sailor is completing the Post Deployment Health Assessment (PDHA).

NOTE: The Sailor must complete the PDHA on the Navy tracking system. If the IA Sailor completes the PDHA on the Army's tracking system, he/she will need to complete the PDHA on the Navy PDHA website. Sailors are required to bring a printed copy of the completed PDHA if the PDHA was completed on the Army system. If the Sailor does not have access to the internet, this step will be completed during the Warrior Transition Program.

3.1.6 PDHA Provider Certification. If the Sailor has access to a Registered Provider, the Sailor should make an appointment to review the contents of the PDHA with the Provider and have his/her health assessment certified prior to leaving his/her duty station. If the Sailor does not have access to a Registered Provider, this step will be completed during the Warrior Transition Program for Active Component (AC) or at the Navy Mobilization Processing Site (NMPS) for Reserve Component (RC) Sailors. If feasible, the Sailor will obtain a printout of the Provider signed/certified copy of their PDHA. Ensure the PDHA version used is the current version loaded on the website; earlier versions of the PDHA are no longer valid. Do not use versions saved to a hard drive as these are usually outdated. If in doubt as to the correct version to use, the Sailor should logon to the PDHA website
<https://data.nmcphc.med.navy.mil/EDHA/login.aspx> to confirm the most current version in use.

3.1.7 Uniforms/Civilian Attire

a. While assigned to the Warrior Transition Center, returning Sailors are authorized to wear the uniform of the day, appropriate civilian attire, or military physical training attire. Reflective belts will be worn in accordance with camp policy. Current policy requires a reflective belt to be worn at all times when wearing PT gear and during the hours of darkness when wearing a uniform or civilian clothes.

b. Sailors who are flying out via the contracted military airlift or scheduled rotator will wear their uniform (DCU/ACU/CDU/ABU or desert flight suit).

c. Sailors who are flying out via commercial airlift will wear long pants, shirt with sleeves covering the biceps, and closed toe shoes. Female IA Sailors may wear dresses or skirts but they must be of modest length, i.e. below the knees, sleeves covering the biceps, and be of opaque fabric.

1) The following articles of clothing are not authorized for wear in deference to Kuwait cultural norms:

- a) Sleeveless dress or a dress with spaghetti style straps.
- b) White, brown, military logo and novelty tee shirts
- c) Shorts
- d) Sandals/open-toed shoes
- e) Shirts or blouses of sheer fabric that could be considered revealing
- f) Extremely loose, baggy oversized clothing
- g) Extremely tight or form fitting attire

2) The following types of clothing are not authorized for wear in deference to Kuwait cultural norms and U.S. Force Protection considerations.

- a) Shirts, pants, jackets, belt buckles, ball caps, headgear or other outerwear with military, political, religious, heavy metal/rap/hip hop music, gang graphics, and/or illegal drug themes or logos.
- b) Clothing or accessories which clearly identify the wearer as an American or a member of the military.
- c) Any part of the uniform or uniform accessory e.g. ACU backpack, that clearly identifies the wearer as a member of the military
- d) DCU/ACU/Flight uniform or any other military uniform

NOTE: If the Sailor does not have civilian attire, appropriate clothing may be purchased at the Post Exchanges onboard Camp Arifjan.

3.1.8 Monthly Travel Claim Liquidation. Ensure all monthly travel claims have been filed with the servicing in-country NAVCENT Forward Headquarters prior to departure for the Warrior Transition Center. The Warrior Transition Center does not process travel claims. If monthly travel claims have not been presented to, processed and liquidated by the servicing in-country NAVCENT Forward Headquarters, these claims will be included with the Sailor's final travel claim. The final travel claim will be processed either by the parent command's servicing Personnel Support Detachment for AC Sailors or by the NMPS for RC Sailors.

3.1.9 Follow-On Travel Itineraries/Funded Tickets. The servicing in-country NAVCENT Forward Headquarters will provide funded follow-on travel itineraries/e-tickets to each Sailor prior to departure. The Sailor will ensure he/she remains in contact with their servicing in-country NAVCENT Forward Headquarters during the period of 30 days prior to departure. If the Sailor is reporting to NMPS, the NMPS site will provide follow-on travel itineraries/e-tickets.

3.1.10 Other Required Documentation

a. Weapons - If the Sailor's weapon was replaced or reclaimed in country, he/she must have an Army Form 3162 or 2062 indicating formal transfer of custody. The serial numbers for each weapon, and if applicable, weapon component (e.g. AN/PEQ-2A, Scope, Surefire, etc.). If the weapon was modified in country, the Sailor must have documentation from the U.S. Army citing the modifications made and the justification for same.

b. Auto-Opening Knives - Knives that open automatically either by gravity or inertia are prohibited. The only exception is if a Sailor was issued this type of knife for official use. If so he/she must have documentation signed by a commissioned officer in their chain of command stating the knife was issued for use during official military duties.

c. War Trophy/Souvenirs - These are authorized only if the Sailor has a completed and signed DD Form 6903-1 signed by an O-5 or above.

3.1.11 Fitness Reports/Evaluations. All Sailors shall receive a signed copy of their Fitness Report or performance Evaluation prior to detachment from their Command/Organization/Unit.

3.2 TRANSPORTATION REQUIREMENTS

3.2.1 Arrival at Ali Al Salem Air Base, Kuwait. Upon arrival at Ali Al Salem Air Base in Kuwait, the Sailor shall check in with the NAVCENT Forward Kuwait Aerial Port of Debarkation (APOD) Liaison Officer (LNO). This ensures proper accountability, mustering, and roster development for follow-on convoy to WTC, Camp Arifjan. If the Sailor arrives 72 hours in advance of the scheduled WTC convoy, the APOD LNO will issue a shuttle bus ticket and inform the WTC Staff that a returning Sailor will be en route and which shuttle bus he/she will be riding. If the Sailor arrives 24-48 hours in advance of the scheduled WTC convoy, he/she will remain at Ali Al Salem until convoy departure date.

3.2.2 Arrival at Camp Arifjan, Kuwait

The Ali Al Salem shuttle bus will drop the Sailor at the Zone 1 Shuttle Stop.

a. If the Sailor has checked in and obtained their ticket from the APOD LNO, a representative from the WTC will meet the shuttle and transport the Sailor to the WTC Tent which is located in Zone 6. The WTC Duty Petty Officer can be reached at DSN: (318) 430-7811.

3.3 CHECK-IN/PARTICIPATION

3.3.1 Check-in at Warrior Transition Center (WTC)

a. If the Sailor does not arrive with the convoy, he/she must check in with the WTC Duty Petty Officer. The WTC Tent is manned from 0700-2200 daily. The WTC Duty Petty Officer will provide a tent assignment, information package, and mustering guidance and each Sailor will provide his/her original or demobilization orders, travel itinerary and theater release letter.

b. If the Sailor arrives with the convoy, he/she will complete the check-in process after arriving at Camp Arifjan. Each Sailor will provide their original or demobilization orders, travel itinerary and theater release letter.

3.3.2 Daily Muster. If the Sailor arrives early for his/her WTP Class, he/she will be expected to muster in person daily with the WTC Duty Petty Officer between 0800 and 1000.

3.3.3 Berthing/Class Loading Limitations

a. WTC berthing tents are limited on board Camp Arifjan. Should the Sailor arrive well in advance of their class convening date, he/she may be berthed at Ali Al Salem or Camp Virginia pending availability of berthing at Camp Arifjan.

b. In order to maximize transition assistance, WTP class sizes are carefully monitored and managed. If the Sailor arrives well in advance of their scheduled class convening date, he/she will not be enrolled in or processed through an earlier WTP class.

3.3.4 Participation During Warrior Transition Program

As noted in paragraph 2.2.2 above, the Sailor will participate in all scheduled WTP activities. This ensures that the Sailor is properly prepared for return from deployment, medical issues are documented, combat equipment and weapons are properly accounted for, and special pays are stopped to prevent overpayment/ indebtedness to the government.

3.4 DOCUMENTATION

3.4.1 Warrior Transition Program Documentation. Each Sailor will be provided with the following signed documents: Page 13 Weapons/ Weapons Attachments Transfer of Custody Turn-in Sheet; Page 13 Warrior Transition Program completion sheet; and Combat Equipment Turn-In Inventory/Transfer of Custody Turn-in Sheet. These documents should be safeguarded and retained for a minimum of three years. It is recommended the WTP Page 13 completion sheet be retained indefinitely within the member's service record.

3.4.2 Travel Documentation

Each Sailor must have the following documents readily accessible on the day of departure:

- a. Original and 2 copies of signed/stamped copy of orders
- b. Original and 2 copies of Theater Release letter signed by an O-6
- c. Original copy of flight itinerary/e-ticket
- d. Valid Military Identification card.

NOTE: These documents serve as the Sailor or DoD Civilian's ticket and passport to depart from Kuwait, board connecting flights, and re-enter the United States of America. Additional copies are used when filing the final travel claim.

3.5 TICKETING RESTRICTIONS

3.5.1 SATO Bahrain

SATO Bahrain is the sole servicing travel and ticketing agent for returning Sailors. Travel arrangements are from Kuwait to either the IA Sailor's parent command or the NMPS. SATO cannot assist with changes made due to personal preference or convenience.

NOTE: If the Sailor chooses to make alternate travel arrangements, these must be personally arranged by the Sailor. Due to the potential for flight delays out of Kuwait, Sailors will not make alternate travel arrangements until their actual return to the United States of America.

CHAPTER 4

PROCESS

4.0 BERTHING

4.0.1 Tent Assignments. WTP attendees will be berthed in tents within walking distance of the Warrior Transition Center tent. Each tent contains lockers and bunk beds with mattresses.

4.1.0 LINEN PROGRAM

4.1.1 Linen Program. Each Sailor will have the option to check out linens/blanket/pillow for use during their stay at the WTC. At final check-out, the Sailor will return the linens/blanket by placing them in the tri-wall in the WTC.

4.1.2 Privately Owned Linens. Sailors are authorized to bring their own linens/blanket/pillow for use during their stay at the WTC. At final check-out, those Sailors may donate to the WTC any linens/blanket/pillow which they do not wish to transport back to the United States.

4.2 COMBAT EQUIPMENT TURN-IN (DAY ONE)

4.2.1 Combat Equipment Turn-In

The first step in the process is that of combat equipment turn-in. While waiting in line, the Sailor should dismantle his/her Interceptor Body Armor, to include removing all attachments and SAPI plates. Each seabag or large backpack will be emptied and the Navy Customs official will examine each item to ensure it is free of sand, mud, and/or "pinchable dirt." Upon completion of the Customs inspection, the Sailor will move to the Final Inspector's table where he/she will present their inventory sheet for review and certification. At that point, the Sailor will either be required to repack the seabag(s) and large backpack or will be released to complete Step 2. Sailors who received their gear from forts other than Ft. Jackson or Ft. Bless will be required to repack gear in seabags upon completion of inventory.

If the Sailor is required to repack their seabag(s) and large backpack, the contents will be placed in a rolling laundry cart and the Sailor directed to a table. Upon completion of repacking, the Sailor will place a copy of the inventory sheet in the front pocket of each seabag or under the flap of the large backpack. A Customs Official will then reclaim the seabag(s) and place them in a tri-wall for follow-on shipment to the appropriate Fort.

NOTE: There are several combat equipment items issued which the Sailor may retain. These include: DCU/ACU blouse and pants, boonie hats, and eight point covers, gloves, boots, sweatshirt and sweatpants, physical training shorts and tee shirt, uniform tee shirts and socks, small ACU backpack, camelback, and long underwear (silbies) and ballistic glasses. If the Sailor does not want to retain these items, a tri-wall is available for the Sailor to discard these items. The only exceptions are the DCU/ACU blouse and pants, boonie hats, and eight-point covers. These must be disposed of in the yellow amnesty box located outside of the WTC near the water tent/smoking area or they may be donated to the WTC Uniform Recycling Program.

4.3 WEAPONS TURN-IN (DAY ONE)

4.3.1 Weapons Turn-In. The second step in the process is weapons turn-in. This step must occur after the combat equipment turn-in process due to the potential for the discovery of weapons magazines, unexpended ammunition, and weapons accessories and attachments stowed in the seabag during the gear turn-in process.

4.3.2 Administrative Paperwork

Prior to reporting to the weapons cleaning station, the Sailor must fill out the Page 13 listing serial numbers of weapons and attachments, i.e. CCO Scope, Surefire, AN/PEQ-2A, etc., Weapons Custody Turn-in Form, and Weapons Tags. Those not returning weapons must either sign a Page 13 certifying that they were not issued a weapon or turn in the original Army Form 3162 or 2062 (hand receipt) indicating formal transfer of custody, by serial number, for all weapons and weapon components (e.g. AN/PEQ-2A, Scope, Surefire, etc.).

NOTE: If the Sailor was issued a weapon, the same weapon must be turned in to the WTC Staff. The only exceptions to this policy are: 1) Military Working Dog Handlers; 2) Personnel who have legal action pending; 3) Personnel awaiting medical clearance; 4) Some U.S. Air Force personnel; 5) Emergency returning Sailor.

4.3.3 Weapons Cleaning Station. At the Weapons Cleaning Station, all accessories/attachments must be removed from the weapon. It must be broken down with the bolt removed. All carbon, oil, residue, etc. must be removed from the weapon. Weapons must be dry for inspection: no CLP, sand, dirt or carbon.

NOTE: Weapons cleaning supplies are provided by the WTC. If the Sailor arrives 24-48 hours early, they may commence weapons cleaning before Day One.

4.3.4 Weapons Inspection. The Weapons Inspector will check to ensure the weapon is "inspection ready" by running a white Q-tip over various surfaces. If the weapon passes inspection, the Page 13 Weapons Custody turn-in form will be initialed and the Sailor instructed to report to the Weapons Turn-in Table. If the weapon does not pass inspection, the Sailor will continue to work on those discrepancies.

4.3.5 Final Weapons Turn-In. At the Weapons Turn-in Table, the Custody Agent will verify serial numbers of the weapons, scopes, attachments, etc. and reclaim all ammunition magazines which were issued to the Sailor. If everything is in order, the Sailor will be released to complete Step 3.

NOTE: If the Sailor is required to travel with his/her weapon, he/she must inform the WTC Staff upon arrival.

4.4 NAVY GSA/IA SURVEY: POST DEPLOYMENT (DAY ONE)

4.4.1 Navy GSA/IA Survey: Post Deployment. The third step in the process is to start the Chief of Naval Personnel "Navy GSA/IA Survey: Post Deployment." The survey includes the following topics: Background, Selection/Notification, Navy Knowledge On-Line (NKO) & Preparation for Assignment Processing, Notification, Career Issues, Mobilization and Augmentee Processing Issues, Family Issues, Training Issues, This Assignment: Training Issues, Career Intentions, and open-ended questions.

4.5 ADMIN DESK (DAY ONE)

4.5.1 Administrative Desk Check-In. The fourth step in the process is check-in at the Administrative Desk. The Sailor should have turned in a copy of their orders, theater release letter signed by an O-6 or above, and itinerary/e-ticket when they arrived. If not a copy of each will be collected during the admin check during this step. The Admin Petty Officer will confirm status, cross-check roster information, review orders and travel with returning Sailor and verify the WTC stamp on the orders. The Sailor will be released to complete Step 5.

4.6 POST DEPLOYMENT HEALTH ASSESSMENT (PDHA) (DAY ONE)

4.6.1 Post Deployment Health Assessment. The fifth and final step in the process is check-in at the PDHA Desk. If the AC Sailor has not completed the PDHA on line, he/she

will complete it during this step with assistance from a member of the WTC Staff. If the AC Sailor has completed the PDHA on line, a member of the WTC Staff will verify that it is retrievable and readable.

NOTE: Sailors are encouraged to fill out the PDHA as accurately as possible. Answering "yes" to any question will not delay departure from theater however it will formally document any medical issues or concerns on the part of the Sailor as a result of the recent deployment.

Finally the Post Deployment GSA/IA Survey will be collected at the PDHA desk and the Sailor will be released until the scheduled Departure brief that same day.

4.7 PDHA PROVIDER APPOINTMENTS (DAYS ONE-THREE)

4.7.1 PDHA Provider Appointments for Active Component (AC) Sailors. PDHA Provider appointments will be arranged for those Active Component (AC) Sailors who have not had their PDHA Provider certified. A member of the WTC Staff will transport Sailors to their appointments at Expeditionary Medical Facility (EMF) Kuwait on board Camp Arifjan. If a Sailor has been scheduled for a PDHA Provider Appointment, it is mandatory that the Sailor report for and complete the appointment process.

NOTE: Failure to have the PDHA Provider certified on line while in Kuwait will cause a delay in departure from the WTC. All AC PDHAs will be certified prior to departure from Kuwait.

4.7.2 PDHA Provider Appointments for Reserve Component (RC) Sailors. Reserve Component (RC) Sailors will be scheduled for Provider appointments during NMPS processing.

4.8 DEPARTURE BRIEF (DAY ONE)

4.8.1 Departure Brief. The Departure Brief is actually comprised of a series of information briefs which are required to be completed prior to departure from Kuwait. These include: "Customs Do's and Don'ts," "Medical Threat Briefing," "Travel Restrictions/Regulations," "Camp Arifjan Regulations," "Prescription Medicines," "Sick Call," and Legal Information, etc.

4.9 PERSONAL TIME/DECOMPRESSION ACTIVITIES (DAYS ONE-THREE)

4.9.1 Personal Time/Decompression Activities. There is programmed personal time for each Sailor. This time permits the Sailor to call home via DSN lines or commercial telephones, contact family and/or friends to discuss return and reunion plans, interact with fellow Sailors, shop at the on-base bazaars, mail packages, participate in self-selected recreational activities such as working out at the gym or swimming at the pool, enjoy the various food courts, surf the net, participate in optional religious activities, and engage in self-reflection and self-evaluation.

4.9.2 Individual Counseling. The Sailor may elect to request individual counseling or participate in discussions with WTC Staff members. Sufficient time is programmed to ensure each Sailor has the opportunity to do so.

4.10 WARRIOR TRANSITION WORKSHOP (DAYS TWO-THREE)

4.10.1 Warrior Transition Workshop. The Warrior Transition Workshop is an interactive environment, facilitated by the WTC Care Team. The three overarching topics are honoring their service and telling their story, Combat and Operational Stress Control and reintegration into family and society. A series of sub-topics are explored during the course of the workshop. This is a single class on either day two or day three and must be attended to depart Kuwait.

4.10.2 Combat Operational Stress Continuum (COSC) Self-Assessment. Each Sailor will be provided the COSC Self-Assessment document. Completion of the self-assessment is voluntary however it serves to highlight areas in which the Sailor may wish to seek

additional assistance. Additionally, it serves as a self-reflective tool to provide talking points during the workshop.

4.11 SURVEY (Immediately following the Workshop)

4.11.1 WTP Survey. Completion of this survey is voluntary however the information is used to improve the overall Warrior Transition Program and processes as well as provide feedback to various stakeholders in the IA/GSA Mobilization process, i.e. Navy Expeditionary Combat Command, Expeditionary Combat Readiness Center, Navy Individual Augmentee Combat Training and other training sites/Forts, U.S. Naval Central Forces Command, Bureau of Personnel, WTC Staff, and servicing in-country NAVCENT Detachments.

4.12 TENT INSPECTIONS/SLEEP SYSTEM AND LINEN TURN-IN (DAY THREE)

4.12.1 Tent Inspections. Prior to departure from WTC, tents will be inspected. Sailors are provided brooms and other cleaning material to ensure the tent is ready for the next WTP group of Sailors. If the tent does not pass inspection, the occupants will be notified of the discrepancies and given the opportunity to correct them.

4.12.2 Trash Receptacles. Trash receptacles will be inspected on a random basis to ensure they do not contain uniforms, uniform components, or other military items. If uniforms are improperly disposed of, the Sailor will be held accountable and may be delayed in Kuwait until the UCMJ violation can be resolved.

4.12.3 Linen Turn-In. At final check-out, the Sailor will return the linens/blanket by placing it in the tri-wall in the WTC.

NOTE: At final check-out, those Sailors who used his/her private linens may donate to the WTC any linens/blanket/pillow which they do not wish to transport back to the United States.

4.13 CUSTOMS (DAY THREE)

4.13.1 Pre-Customs Check. The Sailor is encouraged to pre-inspect his/her checked and carry-on baggage to ensure the following prohibited items have not been packed: unexploded or unexpended explosives; sand, soil, rocks and marble; multiple copies of the same DVD or CD; non-sanctioned reproductions of factory originals; historical or cultural artifacts; license plates; non-U.S. documents; Zippo lighters with flints inside; dead animals; stuffed animals filled with straw; over 100 cigars, over 200 cigarettes, Cuban or unmarked cigars; dirty Hookah pipes; war trophy or souvenir without appropriate documentation; and knives that open automatically whether by gravity or inertia (switchblades) without appropriate documentation.

4.13.2 Customs. For those personnel traveling via military airlift, i.e. the Rotator, they will process through Customs on board Camp Arifjan. There is an amnesty box available at the Customs Sunshade in the event the Sailor realizes they have not disposed of a restricted item.

a. Step One occurs when all checked baggage such as seabags, large backpacks, and luggage are emptied out on the sorting/inspection table. The Navy Customs official will inspect all contents to ensure they are in compliance with Customs Restrictions. After the contents have passed inspection, the contents will be placed in a rolling laundry cart and the Sailor directed to a table in order to repack his/her seabags, backpacks, and luggage. The baggage will be weighed, tagged, and loaded onto the gear truck.

b. Upon completion of Step One, the Sailor will return to the processing line for carry-on baggage inspection. During Step 2, the contents of the carry-on baggage will be emptied out. The Navy Customs Official will inspect all contents to ensure they are in compliance with Customs Restrictions. After the contents have passed inspection, the contents will be placed in a rolling laundry cart and the IA Sailor directed to a table in order to repack his/her carryon luggage.

c. After Customs has been completed, the Sailor will remain in Customs lockdown or quarantine until it is time to board the buses and convoy to the Air Terminal.

NOTE: For those personnel flying via commercial airlift, they will not participate in the Navy Customs inspection. They will go through the customs process at the commercial airport.

CHAPTER FIVE

OUT OF CYCLE / EARLY DEPARTURES FROM THE CENTCOM AREA OF RESPONSIBILITY

5.0 EMERGENCY RETURN

5.1 Emergency Departure Due to Documented Personal Humanitarian Reasons.

This Sailor is departing the CENTCOM AOR early due to humanitarian reasons. The most common example is a time sensitive family emergency documented by receipt of an American Red Cross message. These Sailors are released from their command for emergent reasons which prevent them from completing their assigned tour. In-country NAVCENT Forward Headquarters will email a copy of orders, theater release letter and American Red Cross Message to the WTP Director and WTP LCPO and phone WTP Director or WTP Duty Desk at 318-430-7811 for notification prior to arrival. The WTC POC will notify the WTP Director and Care Team Director and alert the reception, gear and weapons reclamation team. The Sailor shall process through the Warrior Transition Center but will participate in a personalized and abbreviated program. The (AC) Sailor will complete his/her PDHA at the WTC as time allows. A Care Team Member will meet with the Sailor and conduct an individualized assessment and provide warrior transition, combat and operational stress reaction coping skills, and reintegration informational briefs. Depending upon the situation and Care Team Member's assessment the Sailor may remain at WTC overnight in order to provide decompression time and ensure safe travel.

5.1.2 Required Documentation. In addition to orders and theater release letter, the Emergency Returning Sailor shall have a copy of the American Red Cross message outlining the emergency and requirement for the Sailor to return home.

5.1.3 Coordination with NAVCENT FORWARD servicing LNO. The Emergency Returning Sailor or their assigned command representative shall contact their servicing in-country NAVCENT Forward Headquarters upon approval to depart the theater from their command. The NAVCENT Forward Headquarters will assist with travel to Ali Al Salem Air Base, demobilization orders if applicable, coordination with Warrior Transition Center, and other matters as required.

5.1.4 Coordination with APOD LNO. WTP staff will coordinate with the APOD LNO located at Ali Al Salem Air Base to arrange travel from Kuwait to the continental United States. Upon completion of the Care Team assessment, the APOD LNO at Ali Al Salem or the WTC staff will arrange SATO travel for the Sailor directly to the appropriate location, i.e. parent command, or NMPS.

5.2 EARLY DEPARTING SAILORS

5.2.1 Early Departing Sailors. The Early Departing Sailor is a Sailor whose mission is completed and their skill sets are no longer required. This Sailor is returning to their parent command prior to the original return date. From a WTC perspective, this Sailor is identical to the normal WTP Sailor. The only difference is their quota request may not meet the 45 day lead time.

5.3 MEDICAL EVACUATION SAILOR

5.3.1 Medical Evacuations. Sailors with a documented medical condition which preclude their continuing service in theater are considered medical evacuations (MEDEVAC). These Sailors will be processed through the MEDEVAC system in order to ensure follow-on evaluation and treatment is provided in CONUS prior to demobilization or return to parent command. Sailors who are in the MEDEVAC system bypass the Warrior Transition Center in Kuwait.

5.3.2 Coordination with the Sailor's servicing NAVCENT Forward LNO. A MEDEVAC Sailor or assigned command representative shall contact their servicing in-country NAVCENT Forward Headquarters upon receipt of MEDEVAC orders. The servicing country NAVCENT FORWARD LNO is responsible to update the Sailor's status in the AOR.

CHAPTER SIX

REGULATIONS

During the Sailor's assignment to the Warrior Transition Center, Kuwait, the following theater regulations, orders, directives, and instructions remain in effect. All Sailors will comply.

6.1 ARCENT GENERAL ORDER ONE BRAVO

6.2 NAVCENT OPORDER 1000-07

6.3 NAVY CUSTOMS BATTALION INSTRUCTION 3501.1A



NAVAL FORCES CENTRAL COMMAND FWD KUWAIT
Warrior Transition Program

WELCOME ABOARD!

ALWAYS CHECK THE WHITE BOARD FOR SCHEDULE CHANGES!
(LOCATED IN THE WTP TENT HANGAR BAY)

Reflective Belt / ID displayed above the waste while in PT / Civilian Attire or After dark
Maintain Proper Grooming Standards
No smoking within 50' of any tent
Observe Quite hours after 2200 near any tent

WEAPONS: CLEAN YOUR WEAPON! Weapons must be inspection ready
No Carbon/CLP/Dust in order to pass the Customs inspection

YOU ARE CURRENTLY LOCATED IN ZONE 6!

DSN PHONES are available at:

- a. Classrooms #1 and #2 in the WTP Tent from 0730 to 2200 (except during briefs),
- b. Recreation Center in Zone 6, 25 lines: 20 minute limits.

IN CASE OF EMERGENCY dial 911 or 430-9911 from any DSN phone.

WTP MAIN NUMBER is 430-7811; phone is manned from 0700-2200.

DFAC's are located at:

- a. Zone 6 DFAC is across Wyoming street (See Zone 6 map-about 300 yards from WTP tent),
- b. Zone 1 DFAC has real plates, and silverware -1 mile from WTP, use the shuttle service.

(Civilian clothes authorized; no mixed uniforms—i.e. PT shirt and jeans, no short shorts, tank tops, open-toed shoes, dog-rags, rucksacks or bags of any kind.)

Zone 1 DFAC

Breakfast 0500-0800
Lunch 1130-1330
Dinner 1700-1930

Zone 6 DFAC

Breakfast 0500-0800
Lunch 1130-1330
Dinner 1700-2000 / Mid Rats 2330-0100

COMPUTERS WITH INTERNET ACCESS are available at:

- a. Recreation Center in Zone 6; open 24/7,
- b. Library in Zone 1 PX mall; open 1000-2200,
- c. CZee (for a fee) in Zone 6 PX complex,
- d. Free Internet access available at Zone 6 Starbucks – USER “guest”/ Password “guest”.

RELIGIOUS SERVICES in Zone 1/6: Schedule is posted in the WTP Tent on the white boards.

(Encl 1)

GYMS, RUNNING TRACKS and SWIMMING POOL are located at:

- a. Gyms are located in both Zones 1 and 6 in the PX complexes and are open 24/7,
- b. The running track for Zone 6 is located up the street to the right as you go from the WTP Tent to the PX complex,
- c. The running track in Zone 1 is located next to the PX complex by the shuttle stops,
- d. The swimming pool entrance via Zone 1 Gym. Lanes only: 0500-0700; closes 2200. (One piece bathing suits for women; men, no speedos.)

LAUNDRIES are located at:

- a. Free laundry services are available in Zone 1 and Zone 6. There is a **two-day turn around** for this laundry service (wash, press, no starch), so **drop off your first day at WTP**. The Zone 1 laundry service is on the outside of the PX mall, same side as Patton Road. In Zone 6 the laundry is next to the fire station between the WTP Tent and the PX complex.
- b. Free self-service laundries are located by Pads "D" and "C" near latrines/showers.
- c. Dry cleaning is available in Zone 6 PX complex. DCU's are \$4.50 per pair.

THE MOVIE THEATER are located at:

- a. Zone 1 Community Center; a movie schedule is posted on the white board in the hangar bay,
- b. "Select Your Own" DVD for Zone 6 theater.

PLAYSTATIONS are located at: Zone 1 Community Center and Zone 6 Recreations Center.

TV LOUNGES are located at: Zone 1 Community Center and Zone 6 Recreation Center.

POOL TABLES, PING PONG, FOOSBALL AND BOARD GAMES are located at:

- a. Zone 1 Community Center,
- b. Zone 6 Recreation Center (Open 1000-2400).

THE LIBRARY are located at: Zone 1 PX mall; over 10,000 books, periodicals, books on tape, DVDs and music CDs. They also have a free Internet Café.

SICK CALL AND DENTAL: Please see a WTP staff member for transportation!

POSTAL SERVICES are available at:

- a. Zone 6 (on main street passed jewelry shops),
- b. Zone 1 in the PX mall. U.S. Dollars or EagleCash only; no credit cards or personal checks.

SHUTTLE SERVICE AVAILABLE AT THE END OF THE GRAVEL ROAD BY THE WTP TENT

**From Zone 6 to Zone 1 take the Red Bus
From Zone 1 to Zone 6 take the Blue Bus**

FOOD VENDORS/COFFEE:

Zone 1 inside the PX Mall

Baskin Robbins, open 0900-2200
Green Bean Café, open 0600-2200
Subway, open 0900-2200

Zone 1 outside food court

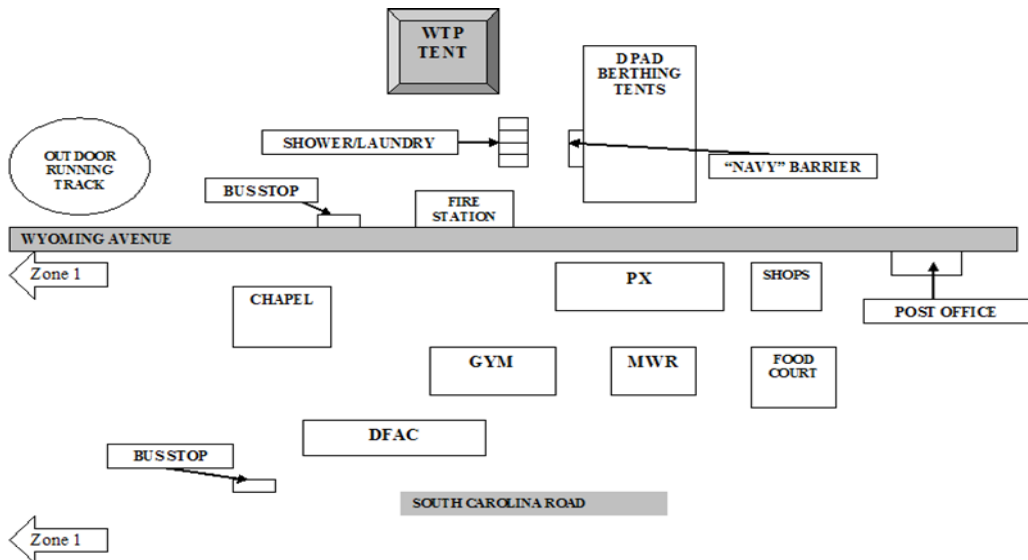
Burger King, open 0600-2100
Hawaiian Ice, open 0900-2100
Nathan's Hotdog, open 0600-2100
Pizza Inn, open 0900-2100

Zone 6 outside food court

Baskin Robbins, open 0900-2300
Hardees, open 0900-2300
KFC, open 0900-2300
O'Charlies, open 0900-2300
Pizza Hut, open 0900-2300
Subway, open 0900-2300
Starbucks, open 24/7

(Encl 1)

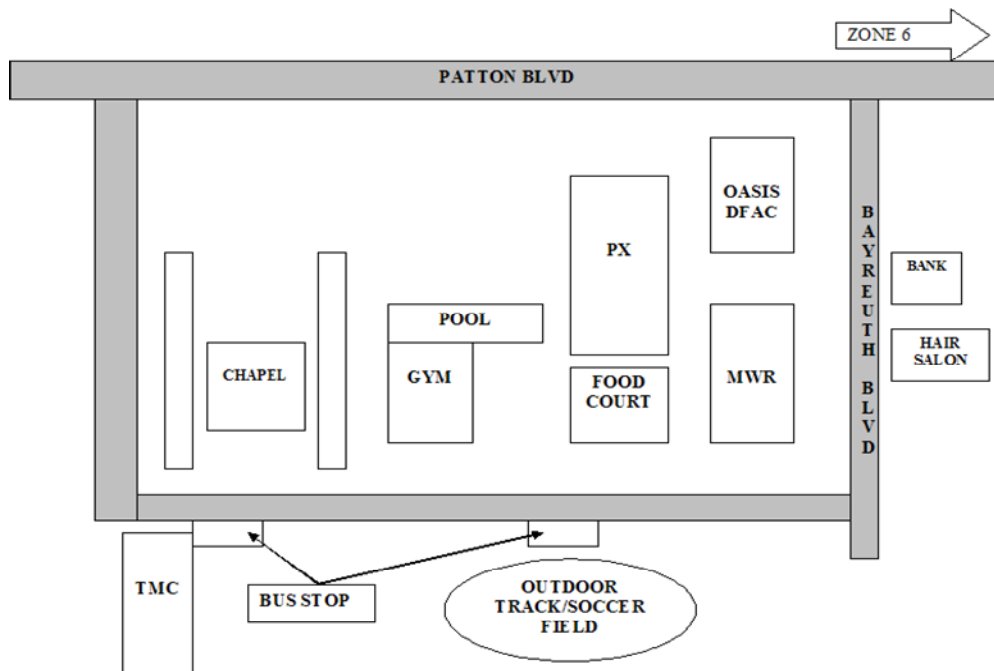
ZONE 6



Clean your

weapon, it will help you on day one. It has to be Carbon/CPL/Dust free.

ZONE 1



(Encl 1)

WTP Departure Gear Inventory *Attach Original Hand Receipts if available (list may not be complete)

NOTE: ALL ITEMS DO NOT APPLY TO ALL SAILORS

Name: _____ SSN: _____ URF: _____ Issuing Installation: _____
(Last, First, MI) *PRINT CLEARLY

*** Central Issuing Facility, NAVSEA, or PEO Soldier Hand Receipts/DD 1149 will supersede this List**

Nomenclature	UI	Turn-in Instruction	Qty Iss	Qty Ret	Comment(If Applicable)
Bag Barracks (laundry)	EA	Empty & fold	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Bag Duffle (Seabag)	EA	Empty & fold	2		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Bag Waterproof	EA	Empty & fold	2		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Belt Indiv. Equipment	EA	Remove attachments	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
IBA Outer Tactical Vest	EA	Remove all attachments and inserts	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Body Armor Lg Plates	EA	Remove from IBA Vest (OTV)	2		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Body Armor. Groin	EA	Detach from IBA Vest (OTV)	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Body Armor, Neck	EA	Detach from IBA Vest (OTV)	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Body Armor, Side Plates	EA	Detach from IBA Vest (OTV)	2		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Advance Combat Helmet	EA	Remove straps, cushions, and cover	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Helmet Cover	EA	Remove from helmet	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Goggles (SWD)	ST	Open & Inspect for contrabands	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Ballistic Spectacles	PR	Black pouch	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Mask & Cover, CBR	EA	Leave in pouch	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
MOPP Gear (Backpack)	EA	Leave MOPP Gear in backpack	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Canteen Cover (1 QT)	EA	Remove canteens	2		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Canteen Cup	EA	Separate from canteen/canteen cover	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Canteen (1 QT)	EA	Remove from canteen cover	2		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Entrenching Tool	EA	Remove from Carrier/Pouch	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Entrenching Tool Carrier	EA	Separate from Entrenching Tool	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Mat, Sleeping	EA	Air out and roll	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Insect Net Protector	EA	Fold	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Wet Weather Parka GR/ACU	EA	Empty pockets and fold	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Wet Weather Trousers GR/ACU	EA	Empty pockets and fold	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Imp First Aid Kit (IFAK)	PK	Open & Inspect for Contraband	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Hemcon for IFAK	EA	May be in First aid kit	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Gloves, Combat/Summer	PR	Pair up (allowed to keep)	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Gloves, Winter Nomex	PR	Pair up (allowed to keep)	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Knee/Elbow Pads	PR	Stuff one inside the other and secure	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Infrared Strobe, Small	EA		1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Black Fleece Top	EA		1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Black Fleece Bottom	EA		1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Gortex Parka	EA		1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Gortex Trouser	EA		1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Fleece GRN Jacket (3 rd Layer)	EA	Empty pockets & fold	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Jacket ACU Wind (4 th Layer)	EA	Empty pockets & fold	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Jacket ACU CW(5 th Layer)	EA	Empty pockets & fold	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Pants ACU CW(5 th Layer)	EA	Empty pockets & fold	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Jacket ACU WW(6 th Layer)	EA	Empty pockets & fold	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Pants ACU WW(6 th Layer)	EA	Empty pockets & fold	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Parka GRY XCW(7 th Layer)	EA	Empty pockets & fold	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Pants GRY XCW(7 th Layer)	EA	Empty pockets & fold	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Multi-purpose Tools	EA		1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Strap Cutter	EA		1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other

Name: _____ SSN: _____ URF: _____ Issuing Installation: _____
(Last, First, MI) *PRINT CLEARLY

Nomenclature	UI	Turn-in Instruction	Qty Iss	Qty Ret	Comment(If Applicable)
Hydration System	EA	Remove bladder and discard	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
MSS LG bag	1/5	Use for stuffing other (4) pieces	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
MSS SM bag	2/5	Place inside LG stuff bag	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
MSS Bivy Cvr	3/5	*ACU/Gortex – Roll in stuff bag	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
MSS Sleep Bag	4/5	Roll in stuff bag	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
MSS Intermd. Sleep Bag	5/5	Roll inside stuff bag	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Field Pack (ACU Rucksack)	EA	Check for all 7 parts	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Field Pack (Green)	EA		1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Holster, Shoulder	EA		1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Holster, Tactical (belt hooks)	EA		1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Drop Leg Holster	EA		1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Mag Pouches, M9/11	EA		3		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Mag Pouches, M16/4	EA		2		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Load Bearing Vest (mesh)	EA		1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
MOLLE Triple Mag Pch	EA		2		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
MOLLE Single Mag Pch	EA		3		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
MOLLE Flash Bang	EA		1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
MOLLE Grenade Pouch	EA		2		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
MOLLE Bandoleer	EA		1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other

Additional Items not on this List

COLD WEATHER GEAR issued at NMPS or NIACT

***Turn in Black Fleece & Gortex Cold Weather gear stateside if you are due to report to cold weather NMPS locations.**

****All others shall turn in all Cold Weather gear at WTP.**

WARNING!!! DO NOT DISCARD UNIFORMS/EQUIPMENTS IN TRASH RECEPTACLES.

Items on this list are not all inclusive. To ensure property books are properly cleared, return all items listed on hand receipts. A good rule of thumb is to turn in everything that does not touch the skin.

Signature: _____ Date: _____ Print: _____ Sign: _____
(Member) (Receiving Official)

WTP Departure Gear Inventory *Attach Original Hand Receipts if available (list may not be complete)

Name: _____ SSN: _____ URF: _____ Issuing Installation: _____
(Last, First, MI) *PRINT CLEARLY

*** Central Issuing Facility, NAVSEA, or PEO Soldier Hand Receipts/DD 1149 will supersede this List**

Navy/ECRC Purchased Special Equipment (Air Crew, Air Advisor, and other Flight Status Missions)					
NOMEX Flt Gloves, Tan			1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
3-Day Backpack			1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Retent.Lanyard Sm Arms			1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Folding Blade Knife			1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Shoulder Holster M-9			1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Padlocks, GSA 5200 S			1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
IR Strobe Lt (Fire Fly)			1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Seat Belt Strap Cutter			1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Multi-tool			1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Leather Work Gloves			1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Flashlight w/ red lens filter			1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
LED mini-light			1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Aircrew Helmet			1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Aircrew Body Armor (LVL III)			1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Aircrew Survival Vest			1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Helmet Bag (Tan)			1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Flyer Jacket			1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other

Signature: _____ Date: _____ Print: _____
(Member) (Receiving Official)

RETURNING WARRIOR WORKSHOPS

This weekend was created and funded by the U.S. Navy to honor you and your loved one for your forward deployment and sacrifice of duty. The workshops are designed to increase awareness, improve communication and provide available resources for a smoother reintegration to family, friends, work and society. You are invited to attend with your spouse, significant other or parent. Children are not invited. Split AT orders are authorized for pay and travel. Please register NLT

3 weeks prior to event and choose a site within 350 miles from home.

LOCATION	REGISTRATION POC	PHONE NUMBER
16-17 MAY 09 - New Orleans, LA	Tasya.lacy@navy.mil	904-542-2486 x123
16-17 MAY 09 - Ventura County, CA	Susan.hare@navy.mil	619-532-1842
06-07 JUN 09 – San Juan, PR	Tasya.lacy@navy.mil	904-542-2486 x123
27-28 JUN 09 - Salt Lake City, UT	Susan.hare@navy.mil	619-532-1842
11-12 JUL 09 – Helena, MT	Cynthia.d.miller@navy.mil	425-304-4820
25-26 JUL 09 - Atlanta, GA	Tasya.lacy@navy.mil	904-542-2486 x123
25-26 JUL 09 – Burlington, VT	Eric.t.harris@navy.mil	757-444-7295 x 2300
07-08 AUG 09 – Chicago, IL	Lisa.r.kleutz@navymil	847-688-4916
18-19 SEP 09 – Ft Worth, TX	Tasya.lacy@navy.mil	904-542-2486 x123
25-26 SEP 09 – Seattle, WA	Cynthia.d.miller@navy.mil	425-304-4820
23-24 OCT 09 – Palm Desert, CA	Susan.hare@navy.mil	619-532-1842
23-24 OCT 09 – Baltimore, MD	Eric.t.harris@navy.mil	757-444-7295 x 2300
06-07 NOV 09 – Indianapolis, IN	Lisa.r.kleutz@navymil	847-688-4916
06-07 NOV 09 – Spokane, WA	Cynthia.d.miller@navy.mil	425-304-4820
22-23 JAN 10 – Norfolk, VA	Eric.t.harris@navy.mil	757-444-7295 x 2300
29-30 JAN 10 – San Antonio, TX	Tasya.lacy@navy.mil	904-542-2486 x123
29-30 JAN 10 – San Francisco, CA	Susan.hare@navy.mil	619-532-1842
19-20 FEB 10 – Sarasota, FL	Tasya.lacy@navy.mil	904-542-2486 x123
05-06 MAR 10 – Kansas City, MO	Lisa.r.kleutz@navymil	847-688-4916
12-13 MAR 10 – Denver, CO	Susan.hare@navy.mil	619-532-1842
16-17 APR 10 – Boise, ID	Cynthia.d.miller@navy.mil	425-304-4820
16-17 APR 10 – Norfolk, VA	Eric.t.harris@navy.mil	757-444-7295 x 2300
07-08 MAY 10 – Houston, TX	Tasya.lacy@navy.mil	904-542-2486 x123
14-15 MAY 10 – Sedona, AZ	Susan.hare@navy.mil	619-532-1842
25-26 JUN 10 – Milwaukee, WI	Lisa.r.kleutz@navymil	847-688-4916
16-17 JUL 10 – Manchester, NH	Eric.t.harris@navy.mil	757-444-7295 x 2300
23-24 JUL 10 – Savannah, GA	Tasya.lacy@navy.mil	904-542-2486 x123

YOUR COMMAND'S LETTER HEAD (INSERT HERE)

IN REPLY REFER TO
11 Jul 07

From: INSERT HERE (COMMAND'S FULL NAME)
To: PO1 John Doe, USN, XXX-XX-1111

Subj: RELEASE FROM OPERATIONAL THEATER

1. Effective (DATE), your temporary additional duty is terminated. You are directed to proceed to your parent command, (insert Parent Command CONUS/OCONUS).

J. W. Smith
CAPT (O-6) or above